

Office of the Chief Medical Examiner

Fiscal/Administrative Manager 1

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list

Location: Farmington, CT

Job Posting No: 2015-383

Hours: 8:00 am to 4:30 pm

Salary: MP-66: \$90,282 to \$123,104 annual

Closing Date: March 13, 2015

Eligibility Requirement:

Candidates must have applied for and passed the Fiscal/Administrative Manager 1 examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of and ability to apply management principles and techniques; knowledge of principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to understand and apply relevant state and federal laws, statutes and regulations; considerable ability in preparation and analysis of financial and statistical reports; ability to analyze budgetary and related problems; ability to utilize EDP systems for financial management.

PREFERRED EXPERIENCE:

The preferred candidate will possess strong oral and written communication skills; experience with Microsoft Access, Excel and Word; experience with the CORE-CT Financial System.

EXPERIENCE AND TRAINING:

Nine (9) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting function. Descriptions of these fiscal/administrative functions are below.

Special Experience: One (1) year of the General Experience must have been supervising professional level staff.

Note: For state employees this is the level of Fiscal/Administrative Supervisor.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

2. A Master's degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

NOTE: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered.

Application Instructions: Interested and qualified candidates who meet the above requirements should https://jobs.uchc.edu/CSS_External/CSSPage_Welcome.asp, search number 2015-383.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

FISCAL AND ADMINISTRATIVE FUNCTIONS

Distinction will be made between accountability for and participation in these functions.

Fiscal/administrative supervisors, managers and chiefs must be accountable for (or supervise) the function if it is to be considered under the Guidelines for Class Use. The descriptions of each functional heading are not meant to be all inclusive. Their purpose is to provide a sampling of tasks in each functional area.

Those areas with an asterisk [*] must consume a significant amount of professional staff hours to be considered additional functions under the Guidelines. As a rule of thumb a significant amount of time will be considered a minimum of ten percent of total professional staff time or supervision of one full time professional position, whichever is smaller.

1. BUDGETING: Accountability for budget preparation and management for agency or facility; at higher levels includes participation in planning and policy decisions.

2. GENERAL FUND APPROPRIATION ACCOUNTING: Supervision of the agency's or facility's general fund accounting; includes maintenance of accounts (EDP or manual); Comptroller reconciliations; internal reconciliations; subsidiary accounts; payment lists; financial statements and reports; petty cash.

3. GRANT ADMINISTRATION (a&b ARE SEPARATE FUNCTIONS)

a. **GRANT ACCOUNTING*:** Supervision of the maintenance of accounting records, reconciliations, financial statements for grant funds, etc.

b. **GRANT MONITORING* (non-programmatic):** Accountable for monitoring (or supervising monitoring) of grantees to ensure that funds are accounted for and expended properly. This can include pre- or post-audit of payments, review and analysis of budgets and financial statements, review of accounting procedures. It may include field work such as assistance with setting up financial records and may include (or consist mainly of) auditing grantees.

4. OTHER ACCOUNTING FUNCTIONS*: Accountability for or supervision of any additional professional accounting or accounts examining work which may be unique to an agency.

5. PURCHASING: Accountability for or supervision of the purchasing of supplies, equipment and contractual services including preparation and revision of specifications, selecting sources of supply, obtaining and evaluating formal written bids, issuing purchase orders, analyzing price trends.

6. CONTRACT ADMINISTRATION: Accountability for or supervision of contract preparation and monitoring including preparation of requests for proposals to obtain consulting or contractual services, determination of evaluation criteria, evaluation of proposals, preparation and monitoring of personal services agreements, point of service contracts and memoranda of understanding.

7. HUMAN RESOURCES: Accountability for and/or supervision of the agency or facility human resources function. This includes recruitment, human resources records, classification issues, grievances and other labor relations issues, worker's compensation, career and benefits counseling, preparation of agency or facility affirmative action goals, affirmative action recruitment, reporting, counseling and other aspects of implementation of affirmative action goals.

8. PAYROLL: Supervision of the payroll function.

9. SUPPORT SERVICES: Each additional support service supervised (e.g., stores, inventory/asset management, facilities/equipment security, facilities/equipment maintenance, mailroom, food service, phone system coordination) having a minimum of three (3) full-time positions or part-time equivalent) or taking a minimum of 10% of total fiscal/administrative staff time can be considered one (1) additional function.

10. INFORMATION TECHNOLOGY*: Supervision of an information technology operation including professional information technology staff (i.e., Information Technology Analyst 1 or above).